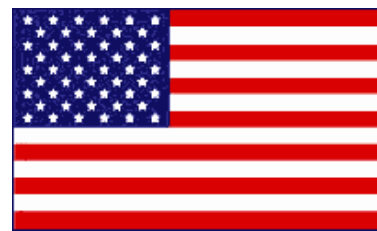




# PORTLAND VA MEDICAL CENTER

Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics  
Salem, OR Bend, OR  
Longview, WA Camp Rilea (Warrenton, OR)



## NOTICE OF VACANCY

1. <u>Announcement Number</u>  T-06-510-LS	2. <u>Title, Series, Grade, Salary</u>  IT Specialist (Pd#31887) GS-2210-11 \$55,427 to \$72,059 per annum	3. <u>Tour of Duty</u>  Days M-F	4. <u>Duty Station</u>  Technology and Information Management Portland Division
5. <u>Type &amp; Number of Vacancies</u>  Temporary, NTE 3 years 1 Full-time position	6. <u>Contact</u>  Human Resources Assistant 503-220-8262 x 57317	7. <u>Opening Date</u>  9-12-06	8. <u>Closing Date</u>  10-02-06

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen

### MAJOR DUTIES:

The incumbent manages all phases of deployment of new and replacement workstations, printers and desktop applications for the medical center. The incumbent provides expertise in formulating technical requirements, access to data and voice communication systems, coordinate the installation of existing and new technologies at the users level, coordinates installation and relocation of these systems. Ensures that standards for quality, connectivity and ergonomics are met. The incumbent acts as consultant in technical and logistic matters for users requiring new and replacement computer equipment. The incumbent acts in this capacity for all levels of the Medical Center. The incumbent is considered to have exceptional expertise in Medical Center computer equipment, data and telecommunications technologies, software applications, configuration of desktop hardware and software protocols, connectivity to local and wide area networks and protocols, as well as workstation operating systems and network environments.

### **THIS POSITION IS IN THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-2210-11 series apply and may be reviewed in the Human Resources Management Service office.

**Specialized Experience:** One (1) year of specialized experience equivalent to the next lower grade level in federal service. Experience must have equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position.

### BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

**On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:**

- Knowledge of the healthcare computing environment, including data processing methods, systems, and applications related to healthcare.
- Knowledge of Microsoft Project, Excel and Visio software, business or process work-flow modeling and project management lifecycle.
- Ability to communicate, both orally and in writing, including the ability to communicate technical information for business and educational purposes.
- Ability to work independently and to set and adjust priorities in order to meet deadlines, base on broad guidelines regarding scope of work and objectives including the ability to deal analytically and systematically with problems of organization, workflow, and/or project management.
- Ability to coordinate and manage complex technical deliberations/decisions and implement feasibility/cost benefit studies for proposed information system applications.
- Knowledge of Database creation, functionality and management, including SQL.

(Continued on next page)

## VACANCY ANNOUNCEMENT INFORMATION SHEET

### CONDITIONS OF EMPLOYMENT:

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

### HOW TO APPLY:

**All application packets must be received in Human Resources by Close of Business (COB) on 10-2-06.** Application forms may be obtained in Human Resources Office or on our external website [www.va.gov/portland/hr/index.asp](http://www.va.gov/portland/hr/index.asp)

*Applications may be mailed to:*  
Portland VA Medical Center, P4HRMS  
**Attn:T-06-510-LS**  
PO Box 1034  
Portland, OR 97207

*Or brought in person to:*  
Portland VA Medical Center  
3710 SW US Veterans Hospital Rd  
Building 16, Room 300  
Portland OR 97239

### **US Citizens must submit:**

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). **(REQUIRED)**.
3. Veterans Preference:
  - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
  - c. VA letter of service-connected disability rating dated 1991 or later.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
6. A copy of your college transcripts (Optional unless education is required).

### APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

### IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**